

CONFIDENTIAL

~~FILED~~ *Records*
Extra copy
DD/S 70-4465

11 DEC 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Disposition of DD/S Diary Notes and Calendar Records

1. Since I am to retire from the Agency service on 31 December 1970, I wish to specify the disposition of the following sets of records.

Assistant Deputy Director for Support
1 July 1964 - 4 July 1965:
Diary Notes and Calendar Records

Deputy Director for Support
5 July 1965 - 31 December 1970:
Diary Notes and Calendar Records

2. The Diary Notes and Calendar Records for the period of 1 January 1968 through 31 December 1970 should be retained in the Office of the Deputy Director for Support for access and reference by Mr. John Coffey who will succeed to the position of Deputy Director for Support on 1 January 1971. The remaining Diary Notes as indicated above should be sent to the Records Center for controlled storage and access thereto to be at the discretion of Mr. John Coffey, Deputy Director for Support. I believe these records to be of some historical value in reflecting the actions taken by the Deputy Director for Support during the above stated period. In many instances these records reflect the reason why certain actions were taken which facts may not be found in other forms of records. I am not setting any destruction date but leave this to the discretion of the succeeding Deputy Director for Support.

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Distribution:
orig - D/S Luby
1-12 D/S S. Elmore
1-12 D/S S. S. S. / D/S

[Redacted]
R. L. Bannerman
Deputy Director
for Support

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GROUP 1
Excluded from automatic
downgrading and
declassification

MORI/CDF